

**Notes of the Horsham District Community Partnership Board Meeting  
held on Tuesday 23<sup>rd</sup> September 2008 at 4.00pm  
in The Drawing Room, Park House.**

**1. Attendance and Apologies for Absence.**

**Those Present:**

Gary Shipton	Editor, West Sussex County Times (Chairman)
Tom Crowley	Chief Executive, HDC
Clare Ebelewicz	Young & Older Persons Officer, HDC
David Sheldon	POPP Co-ordinator, Citizens Advice Bureau (deputising for Claire Armstrong)
Natasha Robinson	Administrative Technical Support Officer, HDC (minutes)
Paul Rowley	Head of Strategic & Community Planning, HDC
Julian Carrington	Community Planning Manager, HDC
David Standfast	Chief Executive, Saxon Weald
Trevor Beadle	Community Development Manager, HDC (representing Horsham CDRP)
Cllr. Brad Watson OBE	County Councillor
Marlene Carman	Rural Towns Forum
Alan Grant	Horsham Association of Local Councils
Peter Scofield	Manager, Horsham YMCA
Les Ampstead	Rural Towns Development Officer, Action in Rural Sussex
Dr Jackie Johnston	Principal, The College of Richard Collyer
Cllr. Elizabeth Kitchen	District Councillor

**Apologies:**

Janet Brown	Manager, Horsham Area Council for Voluntary Services
Eileen Clark	Deputy Director of Operations, West Sussex PCT
Claire Armstrong	Manager, Horsham Citizens Advice Bureau
Wayne Jones	Chief Superintendent, Sussex Police
Nigel Tinkler	Chief Officer, Age Concern
Cllr. Patricia Arculus	County Councillor
Chris Dier	Director of Community Services, HDC
Cllr Dr David Holmes	District Councillor

**2. Approval of the Minutes of the Board Meeting on 24<sup>th</sup> June 2008, previously circulated.**

It was agreed that the notes be accepted as a true record.

**3. Matters Arising – from last minutes, including:**

**a) West Sussex Sustainable Community Strategy**

Tom Crowley, Julian Carrington and Trevor Beadle had attended the stakeholder meeting at Bognor Regis on 10<sup>th</sup> September to 'fine tune' the West Sussex Sustainable Community Strategy (SCS) ready for its adoption by the West Sussex Public Service Board and West Sussex County Council next month. The Officers had expressed concern at the meeting that the draft West Sussex SCS failed to acknowledge the development of District and Borough Strategies across the county, although changes were subsequently made to the draft that addressed this criticism. Tom Crowley advised the Board that he would continue to press WSCC to engage fully with Districts and Boroughs over the preparation and implementation of their Community Strategies.

**b) 'Visioning Horsham' – comments received by end of July 2008**

Julian Carrington advised the Board that there would be a full update in relation to this under Item 4 on the Agenda.

**c) Theme Group Action Plans 2008/2009**

To date Officers had received updated Action Plans from the Older Persons Theme Group, the Housing Theme Group, and the Younger Persons Theme Group. The Community Safety Theme Group (CDRP) had produced its Action Plan for the next three years within the Horsham District Crime & Disorder Reduction Partnership Plan 2008-2011. Officers advised that a copy of each Action Plan would be circulated with the minutes of this meeting.

**Action: Julian Carrington / Natasha Robinson**

Members acknowledged that some of the original ten Theme Groups had ceased to operate and agreed that the structure and governance of the Community Partnership should be reviewed as part of the process of developing the Sustainable Community Strategy to ensure the Partnership was fit for purpose. However, Officers would continue to encourage the production of Action Plans from active Theme Groups for the foreseeable future. Members suggested reducing the number of Theme Groups to four, dovetailing them with the proposed four themes in the Horsham District SCS (see next Item).

**4. Development of Horsham District's Sustainable Community Strategy - Report (Copy circulated with Agenda)**

Members were asked to consider and comment upon:

- a) The proposed Action Plan for developing Horsham District's SCS;
- b) The proposed accompanying Communications Action Plan; and
- c) The proposed project management arrangements for the development of the SCS.

A key stage in the development of the SCS was the 'Visioning Horsham District' consultation. To date there had been 14 responses: 7 from housing developers or their consultants, 6 from Parish and Neighbourhood Councils and one from the West Sussex Council for Voluntary Service. A summary of the Experian report commissioned by the District Council had been published as a supplement in the West Sussex County Times, asking readers to identify their top three priorities for action. Approximately 260 slips had so far been returned, of which 243 were from students at Steyning Grammar School. The Head of Lower School had used the supplement as part of a teaching module on 'citizenship'. In order to achieve maximum feedback, it was agreed to extend the deadline of the public consultation from the end of July to the 31<sup>st</sup> October.

Members agreed that the consultation on the Draft SCS should last until 31 January if the overall timetable allowed. Officers were asked to be mindful of any other consultations taking place at the same time. Inducing consultation fatigue among the public was to be avoided.

It was agreed that the new Strategy should be constructed around the four themes in the West Sussex SCS in order to demonstrate the links between them and for easy cross-referencing.

The Board approved both the Project Action Plan and the Communications Plan, and agreed that management of the process be delegated to the HDCP Task Group.

**5. HDCP Annual Conference – Draft programme attached to agenda**

The Annual Conference would be held on 23<sup>rd</sup> October, 5.00pm – 8.00pm at the Business and Enterprise Centre, Forest School. The main aim of the meeting would be to reflect on the feedback from the public consultation and other important messages and agree the essential issues to be addressed in the SCS. Members agreed that the meeting should bring closure to the first Community Strategy and highlight some of its achievements. They thought the meeting should be interactive, with clear outcomes and with matters of process kept to a minimum, and include the following:

- Presentations by young and older people about their vision for the District – if possible the students from Steyning Grammar School be invited to participate, and/or students from Collyer's (Local Democracy Day at the School on 17 October). The Youth Council and Senior Persons Council were also to be considered.
- Presentations from one or more Theme Groups focussing on their achievements.

- Video clips of young and older people's views if they couldn't attend the meeting or weren't happy to make presentations.
- The event should be tailored around the four SCS themes.

Officers would consider these ideas and include as many as possible in the final programme.

**Action: Julian Carrington / Paul Rowley**

## **6. Any Other Business**

### a) West Sussex PCT – North East Review

Julian Carrington advised Members that Janet Brown, on behalf of the Board, had attended several meetings in relation to the North East Review between 16<sup>th</sup> July and 16<sup>th</sup> September. Janet was thanked for her report, a copy of which would be circulated with the Minutes of this meeting.

### b) PCT involvement with HDCP

Trevor Beadle advised Members of the work in progress to establish a 'Health and Wellbeing Partnership' for Horsham District that would supersede the Healthy Horsham Partnership. The latter hadn't met for two years following restructuring of the PCT. Discussions were taking place with relevant agencies to agree the level of budget to be held by the new Partnership. The first meeting would be held on 21<sup>st</sup> November.

c) Les Ampstead advised the Board of various projects and events over the past 6- 9 months that related to the rural towns:

- 'Explore the Market Towns of Horsham District' promotion (including leaflet and 'passport') had won an award in the South East Region Market Town Awards (Partnership and Strategic Working category) held at Billingshurst Village Hall on 11<sup>th</sup> July.
- The Sustainable Billingshurst research, funded by SEEDA and HDCP, had identified a number of issues to take forward in enhancing the vibrancy of the town and ensuring that services reflect the needs of the local community. It was agreed to try to include a presentation on the research at the HDCP Annual Conference.  
**Action: Julian Carrington / Les Ampstead**
- 'Start a Retail Business' seminars were being held tomorrow 24<sup>th</sup> September.

d) Peter Scofield reported delays to the Horsham Night Stop project due in part to the departure of the training co-ordinator based at Guildford.

e) Julian Carrington advised Members that HDCP had been invited to nominate a representative to the new Rural Forum for the South East. This group would champion rural interests in the region including seeking to mainstream rural issues through the Local Area Agreements (LAA). The first meeting of the new Forum would be held on 5<sup>th</sup> November. Les Ampstead agreed to represent the Community Partnership; however, as he would be on holiday on 5<sup>th</sup> November, HDC Officers would attend this meeting on his behalf.

**Action: Julian Carrington / Paul Rowley**

## **7. Date of Next Meetings:**

### Annual Conference

- Thursday 23<sup>rd</sup> October, 5 – 8pm

### Board Meetings

- Tuesday 25<sup>th</sup> November 2008
- Dates for 2009 would be proposed at the next meeting. In this regard, the Chairman requested that no meeting be held in February half term week, and David Standfast advised that he would be unavailable on the 18<sup>th</sup> February and 11<sup>th</sup> March 2009.

**Action: Julian Carrington/Natasha Robinson**